

# Exam Accommodation Procedures

Contact the DPRC Testing Assistants at (415) 405-3729 or [dprctest@sfsu.edu](mailto:dprctest@sfsu.edu) Monday-Friday, 8:30am-5:00pm, with any questions regarding this form.

*Late submission of your EAR Form may require rescheduling an exam. In all cases, when exams are rescheduled, DPRC requires prior approval from the instructor before confirming changes. To ensure proper administrative time to arrange exams, same-day scheduling requests may not be approved.*

## For Students

### 1. Before you Schedule your Exam

- a. Receive a copy of your Reasonable Accommodation Verification (RAV) memo from the DPRC front desk (SSB 110).

**NOTE:** Any changes to exam accommodations requires prior approval by a DPRC specialist and may take up to two (2) weeks to be applied to scheduled exams. Changes to your accommodations will not occur during an exam.

### 2. Schedule your Exam

- a. Share your RAV memo with your instructor and complete the EAR Form with them.
- b. List **ALL** Exams for a single course on one EAR Form, including the Final Exam.
- c. Return the signed and completed EAR Form to the DPRC Testing Assistants (SSB 105) by the deadline listed at the top of the EAR form.

❖ Students, **NOT** instructors, are responsible for submitting the EAR form to the DPRC.

### 3. During your Exam

- a. The exam proctor will ask for your student ID and inspect all exam materials before beginning your exam.
- b. Cell phones and other handheld devices must be turned off and left with the exam proctor.
- c. You will be allotted the time indicated on the EAR form, taking your reasonable accommodations into account. The exam proctor will stop the exam at the designated end time. You may request that the proctor give you a 10-minute warning before the end of your exam.

**NOTE:** If you arrive late to your exam, your end time will remain as scheduled and you will **NOT** receive back the time lost. In extenuating circumstances, you may ask your instructor for approval to reschedule the exam.

## For Instructors

### 1. Before the Student Schedules an Exam

- a. Review the student's Reasonable Accommodation Verification (RAV) memo.

### 2. Scheduling Exams with the Student

- a. Meet with the student to complete the EAR form.
- b. The student, not instructor, will return the form to the DPRC testing assistants (SSB 105) to schedule their exam.
- c. The DPRC will email you starting one (1) week in advance to request a copy of the exam.

**NOTE:** The DPRC reserves the right to alter the start-time of a student's exam in the event of extenuating circumstances. The DPRC will make every effort to ensure the exam overlaps with the class schedule.

### 3. During the Exam

- a. The DPRC may need to contact you if the student has any questions during their exam. Please be available by email or cell phone in the event that the student has questions.

**NOTE:** Accommodations can be provided by instructors outside of the DPRC. To consult about this, contact Erin Elgersma, Academic Accommodation Coordinator, at (415) 338-7179 or [elgersma@sfsu.edu](mailto:elgersma@sfsu.edu).

*The Student Conduct Code applies to all DPRC proctored exams. Academic dishonesty during an exam results in immediately stopping the exam and notifying the instructor. Instructors may also refer the student to the Office of Student Conduct (OSC) in Student Affairs/Enrollment Management. Please note that the OSC does not influence grade decisions, but rather administers the Student Conduct Procedure, in accordance with Executive Order 1098.*

**Spring 2018 EAR FORM**  
(Exam Accommodation Request Form)

**EAR Form Deadlines:**

- All exams must be scheduled two weeks prior to the first exam date.  
Proctoring Hours: Monday-Friday 9:00am-5:00pm. Please call for consult if needed outside these hours.
- Final Exams: April 13, 2018. Finals Week Proctoring Hours: May. 17, 18, 21, 22 8:00am-7:00pm.  
May. 19, 23, 8:00am-5:00pm.

**1. Student** Please complete the following section:

<input style="width:95%; height: 25px;" type="text"/> Student's Name	<input style="width:95%; height: 25px;" type="text"/> Student ID	<input style="width:95%; height: 25px;" type="text"/> Student Phone Number
<input style="width:95%; height: 25px;" type="text"/> Instructor's Name	<input style="width:95%; height: 25px;" type="text"/> Course Subject/Number	<input style="width:95%; height: 25px;" type="text"/> Student <b>@SFSU.edu</b> E-mail
<input style="width:95%; height: 25px;" type="text"/> Day(s)/ Time Class Meets	By signing, I agree to the policy and procedure outlined on the back of this form:	<input style="width:95%; height: 25px;" type="text"/> Student Signature

**2. Instructor** Please complete the following section after reviewing student's RAV memo:

**a. Exam Instructions**

<input type="checkbox"/> Calculator	<input type="checkbox"/> Notes Permitted: # of Pgs. <input style="width:40px;" type="text"/>	Other Materials/Instructions: <input style="width:100%; height: 60px;" type="text"/>
<input type="checkbox"/> Scantron/Zeus	<input type="checkbox"/> Open Book	
<input type="checkbox"/> Green Book		

**b. Exam Delivery Method**

<input type="checkbox"/> Email to <a href="mailto:dprctest@sfsu.edu">dprctest@sfsu.edu</a>	<input type="checkbox"/> Scan and Email	<input type="checkbox"/> Student Return: <input style="width:100%; height: 25px;" type="text"/> Building/Room
<input type="checkbox"/> Instructor Delivery to SSB 105	<input type="checkbox"/> Instructor Pickup from SSB 105	
<input type="checkbox"/> Student Delivery	<input type="checkbox"/> iLearn	

**c. Exam Return Method**

**d. Instructor Contact**

Email:	<input style="width:95%; height: 25px;" type="text"/>
Phone:	<input style="width:95%; height: 25px;" type="text"/>
Signature:	<input style="width:95%; height: 25px;" type="text"/>

**3. Student and Instructor** Please complete this section together.

<p><b>Exam Date(s):</b> (List quizzes, midterms, final, etc.)</p> <p>1. <input style="width:60px;" type="text"/></p> <p>2. <input style="width:60px;" type="text"/></p> <p>3. <input style="width:60px;" type="text"/></p> <p>4. <input style="width:60px;" type="text"/></p> <p>5. <input style="width:60px;" type="text"/></p>	<p><b>Classroom Exam Length:</b> (How much time will the class receive for the exam.)</p> <p>1. <input style="width:60px;" type="text"/></p> <p>2. <input style="width:60px;" type="text"/></p> <p>3. <input style="width:60px;" type="text"/></p> <p>4. <input style="width:60px;" type="text"/></p> <p>5. <input style="width:60px;" type="text"/></p>	<p><b>DPRC USE ONLY</b> <i>This is your confirmed exam schedule at the DPRC:</i></p> <p><b>Exam Date(s):</b></p> <p>1. <input style="width:60px;" type="text"/> Time: <input style="width:60px;" type="text"/></p> <p>2. <input style="width:60px;" type="text"/> Time: <input style="width:60px;" type="text"/></p> <p>3. <input style="width:60px;" type="text"/> Time: <input style="width:60px;" type="text"/></p> <p>4. <input style="width:60px;" type="text"/> Time: <input style="width:60px;" type="text"/></p> <p>5. <input style="width:60px;" type="text"/> Time: <input style="width:60px;" type="text"/></p>
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<b>DPRC USE ONLY</b>	<input type="checkbox"/> Extended Time <input type="checkbox"/> Private Room <input type="checkbox"/> Large Print	Other: <input style="width:150px;" type="text"/>	<b>DPRC Stamp</b>
<input type="checkbox"/> Computer/Software: <input style="width:100px;" type="text"/>			